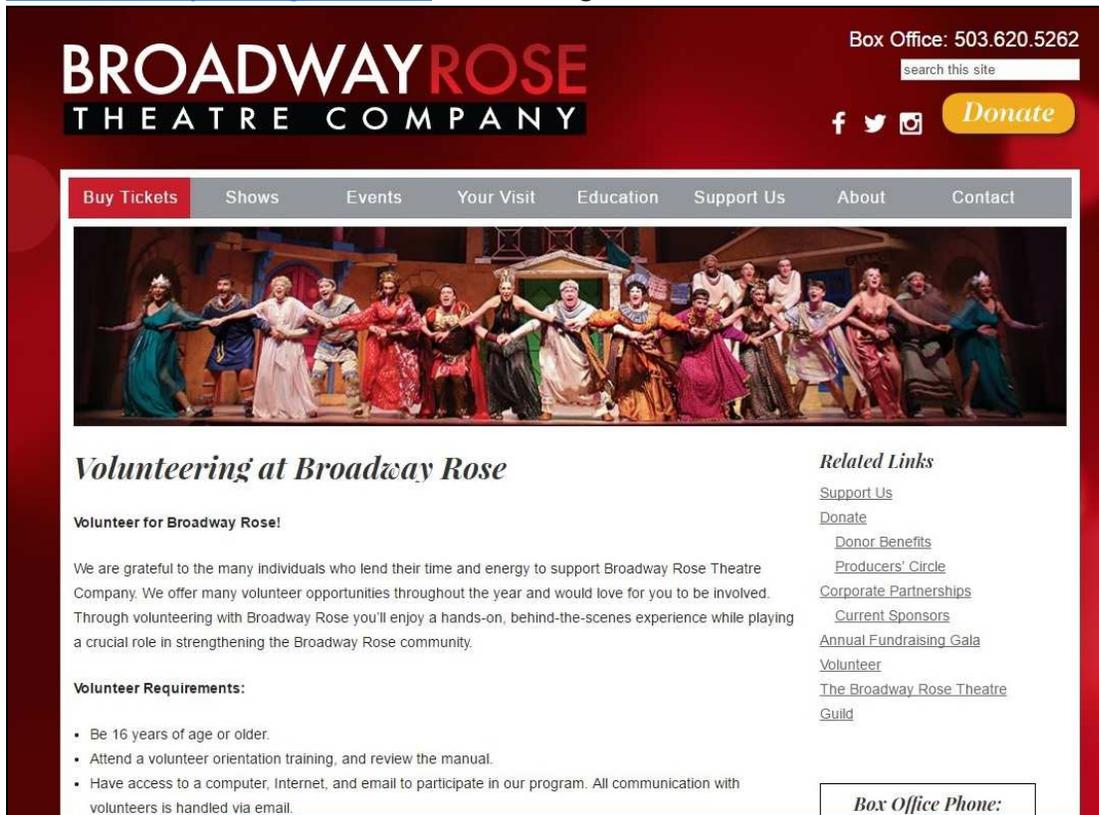


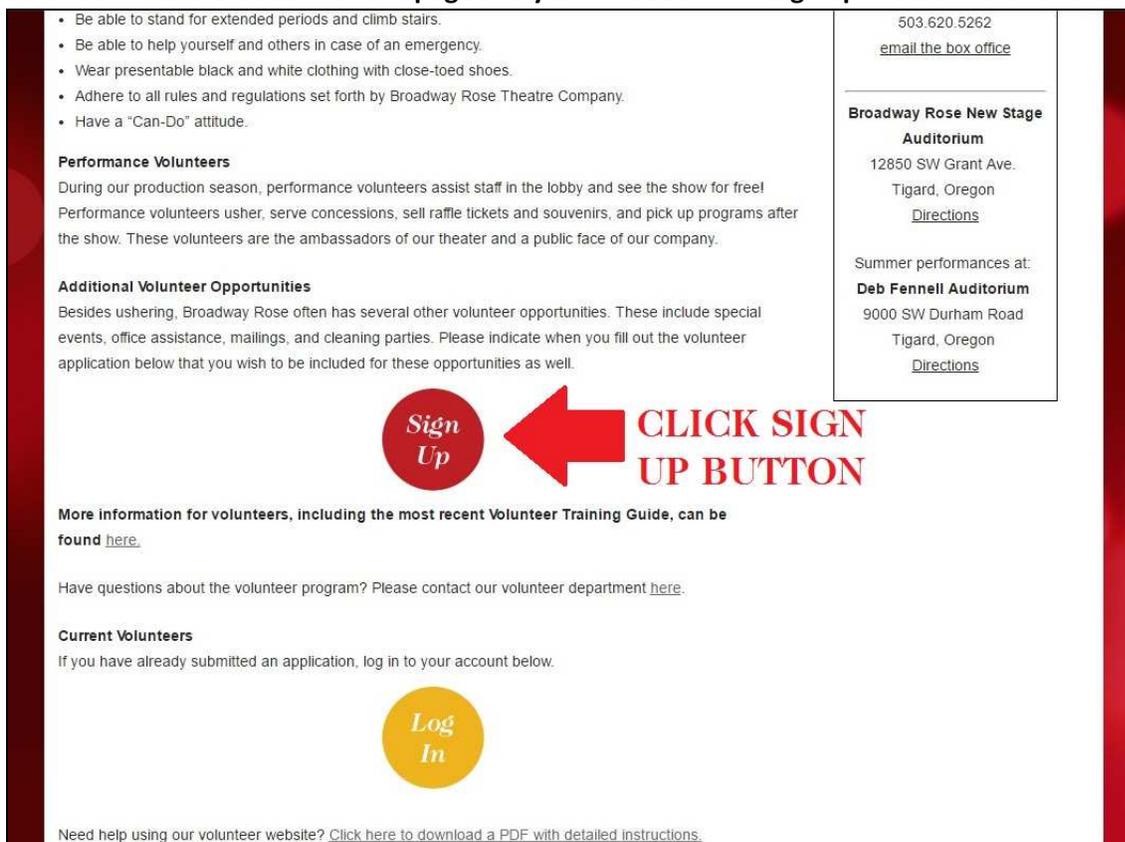
To Sign Up To Be a Volunteer

1. Open the Volunteer Page on the Broadway Rose website. To access this page, go to www.broadwayrose.org/volunteer You should get a screen that looks like this:



The screenshot shows the Broadway Rose Theatre Company website. At the top, the logo "BROADWAY ROSE THEATRE COMPANY" is displayed in white and red text. To the right, the box office phone number "503.620.5262" and a search bar are visible. Below the logo, there are social media icons for Facebook, Twitter, and Instagram, and a yellow "Donate" button. A navigation menu includes "Buy Tickets", "Shows", "Events", "Your Visit", "Education", "Support Us", "About", and "Contact". The main content area features a large photograph of a theatrical cast. Below the photo, the heading "Volunteering at Broadway Rose" is followed by a section titled "Volunteer for Broadway Rose" which includes a paragraph of introductory text and a list of requirements. To the right, a "Related Links" section lists various options like "Support Us", "Donate", and "Volunteer". At the bottom right, there is a "Box Office Phone:" field.

2. Scroll down to the bottom of this page and you will see a RED "Sign up" Button. Click this button



This screenshot shows the bottom portion of the Broadway Rose website's volunteer page. On the left, there is a list of requirements for volunteers, including being 16 years of age or older, attending orientation training, and having access to a computer. Below this is a section for "Performance Volunteers" and "Additional Volunteer Opportunities". On the right side, there is a box containing contact information for the Broadway Rose New Stage Auditorium and the Deb Fennell Auditorium, including addresses and directions. At the bottom center, a red circular button with the text "Sign Up" is highlighted with a large red arrow pointing to it, and the text "CLICK SIGN UP BUTTON" is written in red next to the arrow. Below the button, there is a link for more information and a "Log In" button.

3. Fill out the requested information!

BROADWAY ROSE
THEATRE COMPANY

Interested in becoming a Broadway Rose Theatre Company volunteer? Please complete the form below, and click the submit button at the bottom.

Volunteer Information:
Please enter your contact information.

First name: *

Last name: *

Street 1: *

Street 2:

Street 3:

City: *

State: * Zip: *

Home phone: * OK to call me here

Cell phone: OK to call me here

Email address: *

Date of birth: Month Day Year * (year optional)

Age range: Choose *

Gender: Choose *

Emergency Contact Information:
Please provide emergency contact information.

First name: *

Last name: *

Home phone: * OK to call here

Cell phone: OK to call here

Relationship: Choose *

Availability
Please indicate the days and times you are usually available to volunteer.

4. Fill out the application form, check the "I Agree" box and click the "Continue" button at the bottom of the application. You will be redirected to a confirmation screen:

Is there anything else we should know about you?
Play a musical instrument? Love to cook? Like to garden? Let us know your favorite hobby or special talent!

How did you hear about us?
Have a friend who volunteers? Came to a show? Saw our post on LinkedIn.com or Idealist.org? Let us know what inspired you to volunteer!

BRTC Volunteer Assignment Agreement
Broadway Rose Theatre Company will provide any necessary training and tools you will need to be a successful volunteer. We also promise to treat you with the same respect as our employees, agents, representatives, Board of Directors and all other individuals associated with the volunteer activities in which I participate harmless from any and all claims.

In consideration of Broadway Rose Theatre Company (BRTC) allowing me to volunteer, I hereby assume all the risks associated with participation and agree to accept the same from any and all employees, agents, representatives, Board of Directors and all other individuals associated with the volunteer activities in which I participate harmless from any and all claims.

I have read and understand the material presented in the BRTC volunteer manual. I also agree to adhere to the policies written about within the guide, to give the best performance from a staff person. I acknowledge that I am a representative of Broadway Rose Theatre Company while on duty.

I Agree

Click "Continue" when finished

Broadway Rose Theatre Website | Privacy policy

5. You will be taken to a screen thanking you for signing up:



BROADWAY ROSE
THEATRE COMPANY

Volunteer Application Form

Thank you

Your application has been submitted. We appreciate your interest in our volunteer opportunities. If you have any questions, please feel free to contact us directly at 503.620.5262. You will receive information about the next steps in our volunteer application soon.

Return to Broadway Rose Theatre | Privacy policy

6. You will automatically receive an email like the one shown below, explaining that your application has been received and that you will receive more information soon.

To: tyler@broadwayrose.org

Hello!

Thank you for your interest in volunteering for Broadway Rose Theatre Company! We will review your volunteer application shortly.

Once accepted, here are the next steps:

1. An email containing your volunteer login name and password information will be emailed to the electronic address you provided on your application form.
2. Use this information to log into your volunteer account located on the Broadway Rose Theatre Company website:
<http://www.broadwayrose.org/volunteer>
3. Start signing up for events!

Questions? Please give us a call at the Box Office at 503.620.5262.

Thank you very much!

Beth Moore
Patron Services Manager
Broadway Rose Theatre Company

7. Within 1-2 days of your submission, once your application has been reviewed, you will receive a second email. This email will contain your login information and a link to where you can login to your volunteer account. (If you don't see this email, please check your "junk" or "spam" folder).



VolunteerMail@volgistics.com on behalf of
Broadway Rose Theatre Company <volunteer@broadwayrose.org>
Broadway Rose Theatre volunteer password

To: tyler@broadwayrose.org

Hello!

Below is the Broadway Rose Theatre volunteer account information you requested. Use the link below to access your account at the Broadway Rose Theatre volunteer information center (VicNet). Please note, the following link will expire within 24 hours so we encourage you to reset your password immediately.

Your login name is: tyler@broadwayrose.org

Follow the URL to reset your password: <https://www.volgistics.com/ex/core.dll/process?reset=nSrSPY8ZCZqT8rEY5dHywXHPdI>

If you would like, you may change your volunteer password. To change your password:

1. Go to the Broadway Rose Theatre Company volunteer website. <http://www.broadwayrose.org/volunteer>
2. Once on the volunteer page, scroll to the bottom and log into the Volunteer Information Center using the login name and password that appear above.
3. Select the 'Account' tab.
4. Follow the instructions that appear on the Account tab to change your password.

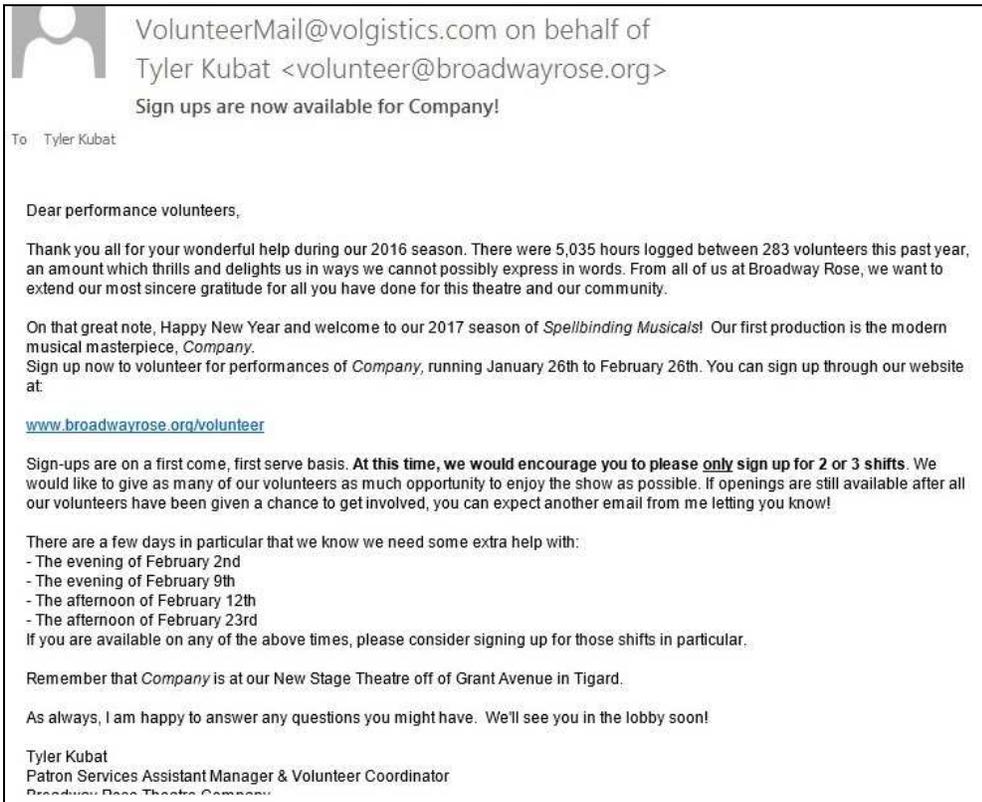
Questions? Please call our Box Office at 503.620.5262.

Thank you very much!

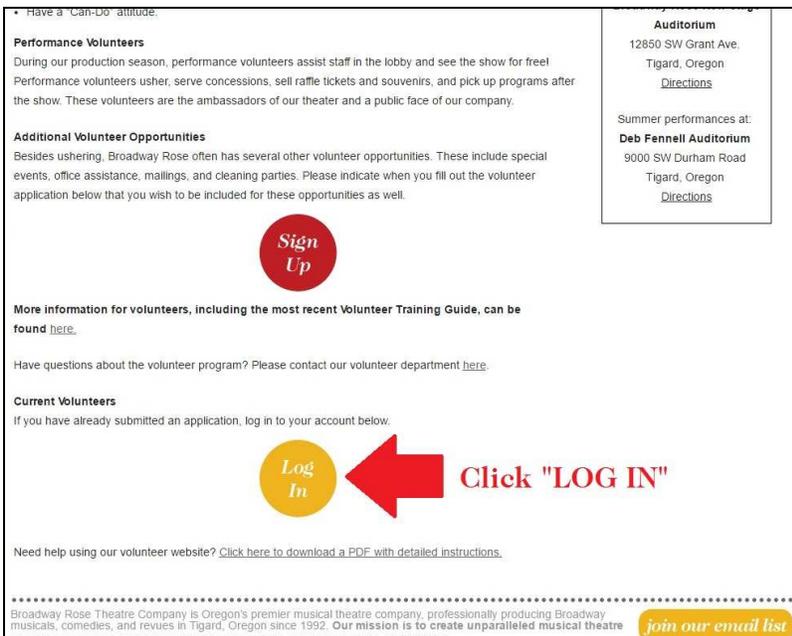
Beth Moore Jones
Patron Services Manager
Broadway Rose Theatre Company

To Schedule a Shift!

1. **Broadway Rose will send you an email notifying you when performance volunteer shifts become available. The email will look something like this and will have a link for you to click.**



2. **When you click the link in the email you will be directed to the Broadway Rose Volunteer Page. Scroll to the bottom of the page and click the yellow "Login" button.**



- You will be redirected to the Volunteer Login Page. Enter the username and password from the email you received after your application was processed.

- Enter your login information and you will be directed to your volunteer home screen.

- Click on the My Schedules Tab and you will see a calendar. Dates where volunteers are needed will have a “Help Wanted” icon on them. Dates where you have already scheduled yourself will show the details of your scheduled shift. You can navigate the calendar using the “Prev Month” and “Next Month” buttons

Home | **Mail** | **My Profile** | **My Schedule** | **My Service History** | **Time Sheet** | **Account**

Instructions
Your regularly scheduled volunteer shifts appear below. Please note that BRTC Performance Volunteers must sign up for a minimum of two shifts, with a maximum of four shifts. Once you have signed up for a shift, a printable view of your schedule is available by clicking the "Printable view" button.

If you need to cancel any of these scheduled shifts, please do so up to 3 days in advance by clicking on the "Remove Me" button.

Do not see the "Remove Me" button? You are within the 3 day window, and cannot remove yourself from the assignment. If this is a family or medical emergency, and you still need to cancel, please call our Box Office at 503 620 5262 or our Administration Line at 503 603 9862. Thank you!

HELP WANTED Volunteer Sign-Up!
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

Schedule yourself for the volunteer shift(s). Click Continue after you select your dates or if you have no dates to add, click the "Home" tab to navigate through your account or click the "Exit" button to log out.

Prev month | **Next month** | **January 2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2 8:30 p - 10:00 p FAKE show - Alan and Steven Musical Review Performance Volunteer [New Stage Theater] Performance Volunteer	3 8:30 p - 10:00 p FAKE show - Alan and Steven Musical Review Performance Volunteer [New Stage Theater] Performance Volunteer	4 HELP WANTED
5 HELP WANTED	6	7	8	9	10	11 HELP WANTED
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Prev month | **Next month**

Printable view

Exit

- If you would like to schedule yourself for a shift, click on the help wanted icon. You will be redirected to the screen below. You can see how many volunteers are still needed for the shift as well as the names of volunteers who have already signed up for that date (if they chose to make this information public). To sign up for this shift click the “Schedule Me” button.

BROADWAY ROSE THEATRE COMPANY | **BRTC Volunteer Information Center**

Volunteer information for Steven Patton

Home | **Mail** | **My Profile** | **My Schedule** | **My Service History** | **Time Sheet** | **Account**

Schedule for **Saturday, January 4, 2014**

Schedule

FAKE show - Alan and Steven Musical Review Performance Volunteer [Broadway Rose Theatre Company/New Stage Theater] [Description](#)

HELP WANTED 1:00 p to 4:30 p Open
5 volunteers still needed
Note: Performance Volunteer
Would you like to serve on this date? Click the Schedule me button to schedule yourself here

1:00 p to 4:30 p Moore, Beth Note: Performance Volunteer
1:00 p to 4:30 p Muntz, Juanita Note: Performance Volunteer
1:00 p to 4:30 p Rojas, Vera Note: Performance Volunteer

HELP WANTED 6:30 p to 10:00 p Open
7 volunteers still needed
Note: Performance Volunteer
Would you like to serve on this date? Click the Schedule me button to schedule yourself here

6:30 p to 10:00 p Muntz, Juanita Note: Performance Volunteer

Calendar view

Exit

Schedule me

Schedule me

Broadway Rose Theatre Website | Privacy policy

7. After clicking "Schedule Me" you will see a screen outlining all of the details of the shift you have selected. To confirm this scheduled shift click the "Yes" button.

Home Mail My Profile My Schedule My Service History Time Sheet Account

Volunteer Sign-Up!

Schedule yourself for the volunteer shift(s). Click Continue after you select your dates or if you have no dates to add, click the "Home" tab to navigate through your account or click the "Exit" button to log out.

You are signing-up to serve:

Date: Sunday, January 5, 2014
Assignment: FAKE show - Alan and Steven Musical Review Performance Volunteer
Performance Volunteer
Note: Performance Volunteer
From: 1:00 p
To: 4:30 p

Is this correct? **Make sure to click YES!!**

Assignment Information

Assignment: FAKE show - Alan and Steven Musical Review Performance Volunteer
Location: Broadway Rose Theatre Company
New Stage Theater
Address: 12850 SW Grant Avenue
Tigard, OR 97223
Work: (503) 620-5262

Duties:

1. Ticket taker: Each door has one or two ticket takers. You are to greet and acknowledge each person as they enter the seating area, and take their ticket stubs.
2. Seating/programs: This position is designed to help patrons find their seats.
3. Will call: You will be handing out tickets to patrons who have already reserved and paid for their tickets or have arranged for complimentary tickets.
4. Souvenir and raffle table: You will be selling souvenirs and/or raffle tickets both before the show and during intermission.
5. Concessions: Help set up, and sell concessions before the show and during intermission.
6. Marquee Club Lounge greeter: The Marquee Club Lounge is a perk for some of our supporters who have donated above a specific amount of money. This position is designed to regulate who is going into the lounge.

Qualifications: A performance volunteer must have and do the following things when working at a performance shift:

- Wear presentable black and white clothes in any combination, and black or white closed toe dress shoes are required for your safety.
- Have your volunteer badge visible at all times while on duty as a volunteer
- Stay for the duration of your shift, including approximately 20 minutes after the end of the show, until you are dismissed by the house manager or a staff person
- Attend the pre-show briefing one hour before the performance
- Have a "Can-Do" attitude

8. After clicking "Yes" you will see a screen thanking you for signing up. If you click continue you will be redirected back to the calendar where you will now be able to see the shift you just signed up for.

BROADWAY ROSE
THEATRE COMPANY

BRTC Volunteer Information Center

Volunteer information for Steven Patton

Home Mail My Profile My Schedule My Service History Time Sheet Account

Volunteer Sign-Up!

Schedule yourself for the volunteer shift(s). Click Continue after you select your dates or if you have no dates to add, click the "Home" tab to navigate through your account or click the "Exit" button to log out.

Thank you for signing-up!

Thank you for your support of Broadway Rose Theatre! We appreciate your time and enthusiasm. The show will be held at the Broadway Rose New Stage, 12850 SW Grant Avenue, Tigard, 97223. Please check in with the house manager when you arrive. If you are running late to your shift call the House Manager Hotline at 503 905 2395. Do not email. For information about attire, volunteer expectations, and the 2014 Volunteer Manual, please visit the Broadway Rose Volunteer website: <http://www.broadwayrose.org/volunteers-test>
Thank you for your continued support of Broadway Rose! We look forward to working with you soon. Beth Moore Patron Services Manager Broadway Rose Theatre Company

You are signed-up to serve:

Date: Sunday, January 5, 2014
Assignment: FAKE show - Alan and Steven Musical Review Performance Volunteer
Performance Volunteer
From: 1:00 p
To: 4:30 p

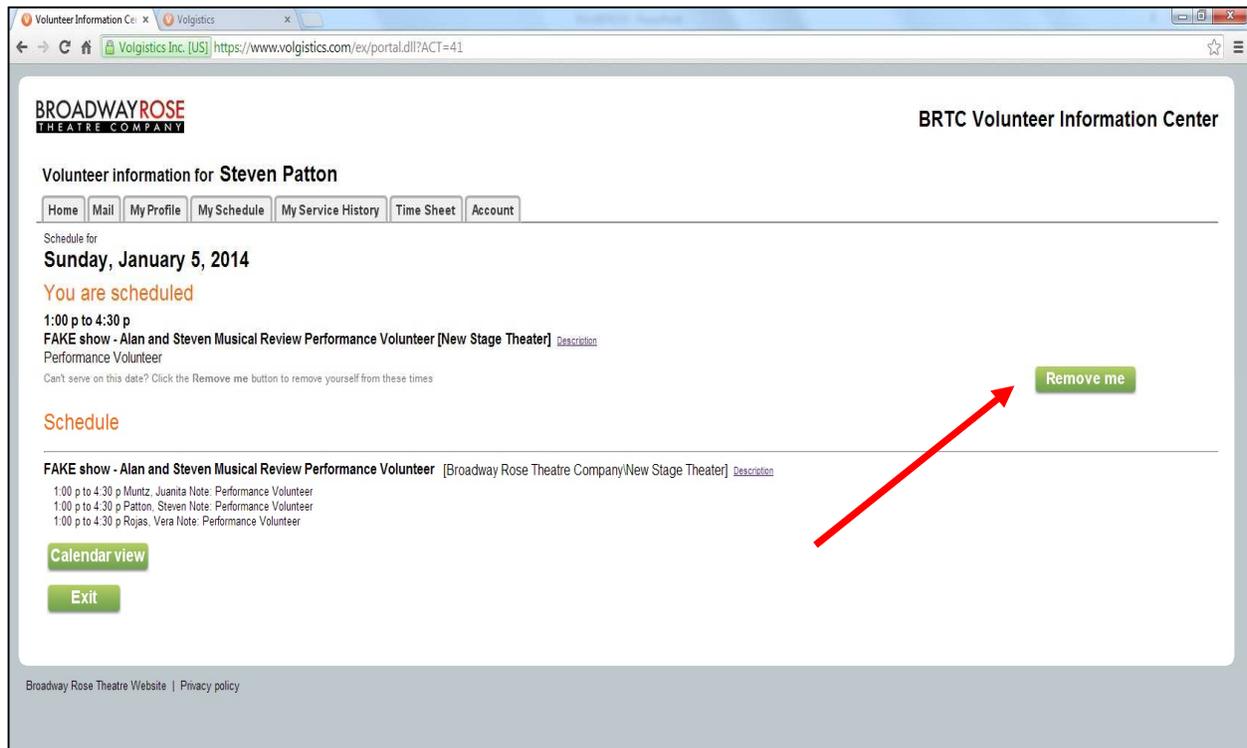
Assignment Information

Assignment: FAKE show - Alan and Steven Musical Review Performance Volunteer
Location: Broadway Rose Theatre Company
New Stage Theater
Address: 12850 SW Grant Avenue
Tigard, OR 97223
Work: (503) 620-5262

Duties:

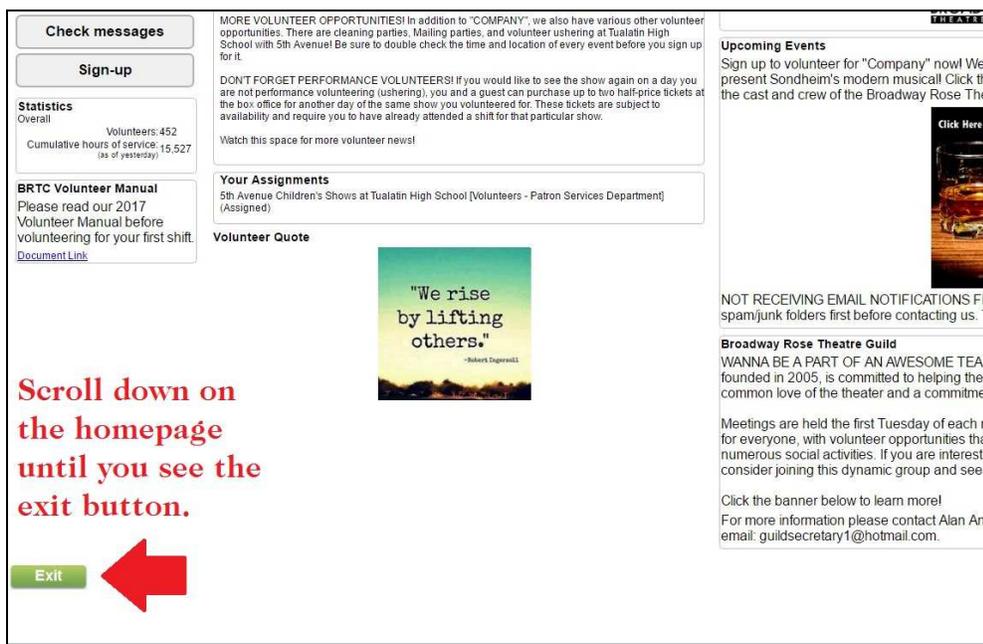
1. Ticket taker: Each door has one or two ticket takers. You are to greet and acknowledge each person as they enter the seating area, and take their ticket stubs.
2. Seating/programs: This position is designed to help patrons find their seats.
3. Will call: You will be handing out tickets to patrons who have already reserved and paid for their tickets or have arranged for complimentary tickets.
4. Souvenir and raffle table: You will be selling souvenirs and/or raffle tickets both before the show and during intermission.
5. Concessions: Help set up, and sell concessions before the show and during intermission.
6. Marquee Club Lounge greeter: The Marquee Club Lounge is a perk for some of our supporters who have donated above a specific amount of money. This position is designed to regulate who is going into the lounge.

9. If for some reason you need to cancel a shift you have scheduled, you can do this online up to 72 hours before your scheduled shift. To do so, return to the calendar and click on the shift you would like to cancel, you will then see the screen shown below. To cancel your shift, click the “Remove Me” button.



10. **In the case of an emergency:** If you must cancel within 72 hours of your scheduled shift, you must call the Box Office at 503-620-5262 or the Administrative line at 503-603-9862 and speak with someone at the Broadway Rose. We also recommend emailing volunteer@broadwayrose.org so we have the most chance

11. You can exit your Volunteer Account at any time by simply clicking the “Exit” button located on many of the Volunteer Profile tabs.



12. You may return to your volunteer account at any time to check your schedule, see BRTC news and see new volunteer shift openings. Just head back to the volunteer page on the Broadway Rose website and click the "Login" button as outlined in steps 2-4 of this Guide.

• Have a "Can-Do" attitude.

Performance Volunteers
During our production season, performance volunteers assist staff in the lobby and see the show for free! Performance volunteers usher, serve concessions, sell raffle tickets and souvenirs, and pick up programs after the show. These volunteers are the ambassadors of our theater and a public face of our company.

Additional Volunteer Opportunities
Besides ushering, Broadway Rose often has several other volunteer opportunities. These include special events, office assistance, mailings, and cleaning parties. Please indicate when you fill out the volunteer application below that you wish to be included for these opportunities as well.



More information for volunteers, including the most recent Volunteer Training Guide, can be found [here](#).

Have questions about the volunteer program? Please contact our volunteer department [here](#).

Current Volunteers
If you have already submitted an application, log in to your account below.

  **Click "LOG IN"**

Need help using our volunteer website? [Click here to download a PDF with detailed instructions.](#)

Broadway Rose Theatre Company is Oregon's premier musical theatre company, professionally producing Broadway musicals, comedies, and revues in Tigard, Oregon since 1992. Our mission is to create unparalleled musical theatre experiences that invigorate audiences and enrich our communities. [Learn more.](#)

